

The New York State Association of County Health Officials (NYSACHO)
Past Board Members' Committee Charter

Background and Mission

The New York State Association of County Health Officials (NYSACHO) establishes a Committee of Past Board Members as a committee of the Association to advise and assist NYSACHO upon the request of the President or the Board of Directors. The Committee may also meet for social purposes at various NYSACHO conferences at no cost to NYSACHO unless otherwise specified.

Past board members will serve effective January 1, 2023 on an as-needed basis to discuss mentorship services; workforce development initiatives; member recognition awards, and to participate as non-voting members on NYSACHO committees as needed. The committee members will meet virtually quarterly and will meet in person with the board of directors' one-two times per year.

Past board members possess a deep reservoir of knowledge and experience of potential value to the New York State Association of County Health Officials. The currently elected Board of Directors will vote to accept or deny each past-board membership application received on a rolling basis throughout the year.

Purpose and Objectives

In acknowledgement of past service to NYSACHO and to provide an opportunity to fully utilize the experience of our past board membership, the Committee will continue to support NYSACHO's mission as a leader, partner, catalyst, and voice for local health departments. The Committee will report to the NYSACHO's Board of Directors and shall counsel and assist NYSACHO upon the request of the President, Board of Directors, or Executive Director.

Terms of Membership and Roles

Past board members of NYSACHO, are eligible to serve on the committee with 3 year terms to be renewed by the board. Past members who have been voted "accepted" by a quorum of the Board of Directors shall become members of the Committee.

The Executive Director will serve as the staff liaison to the Committee. One member will be elected annually by the Committee members to serve as Chair of the Committee. Chair duties include leading calls, serving as liaison to the Board of Directors, and other duties as agreed upon by the Committee. The Committee shall meet as necessary and appropriate at the decision of the Chair.

Operating Guidelines and Conflict of Interest

The Committee meets one-two times each year in person at invited events for social purposes and during the Board Directors retreat, to present to the Board of Directors recommendations on matters pertaining to local public health, influence NYSACHO's advocacy agenda for the year, and to provide situational awareness, as requested by the President of the Board of Directors. Members may be invited to participate in additional activities to be defined by the board or executive directors as needed.

Additional Committee meetings may be conducted at the call of the Committee Chair or by the recommendation of majority of Committee members via teleconference throughout the year. No member of the committee shall participate in any discussion or vote on any matter in which they, a

Applications for NYSACHO Past Membership Committee are accepted by NYSACHO's board of directors on a rolling basis. Please complete this form and submit to sravenhall@nysacho.org. For questions, please contact Sarah Ravenhall, Executive Director, NYSACHO at 518-475-8905.

member of his or her immediate family, or his or her employer has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Committee member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion on the matter involved is over. The chair of the meeting is expected to make inquiry if such conflict appears to exist, and the Committee member has not made it known. Committee members will be required to complete NYSACHO's conflict of interest forms annually.

Conduct of meetings

Meetings will be led by the Chair and supported by Executive Director or other NYSACHO staff.

Decision Making

The Past Board Membership Committee is an advisory committee without any legal or decision-making authority on behalf of NYSACHO. All responsibilities of the Committee shall be approved at the discretion of the NYSACHO Executive Director and/or Board of Directors. When making recommendations, members will strive to reach agreement by consensus at a level that indicates that all members are willing to accept the proposed action. Committee members will strive to work expeditiously and try to avoid revisiting decisions once made. If agreement cannot be reached on a particular issue, NYSACHO Executive Director and the NYSACHO President will retain final decision-making authority.

Membership Code of Conduct

Committee members will be required to adhere to NYSACHO's membership code of conduct and are also subject to disciplinary procedures as outlined in the policy which gives the board of directors' authority to investigate complaints, issue suspensions, conduct disciplinary hearings, or terminate committee membership as needed.

NYSACHO Past-Member Committee Application

1. First and Last Name:
2. If employed, current position and organization affiliated:
3. Street address:
4. City, State & Postal Code:
5. Phone Number:
6. Email Address:
7. Please indicate why you are interested in serving on the committee:

What previous experience, areas of interests, subject matter expertise do you have that would lead to logical work on committees? Current NYSACHO committees include Disease Control, Elections Committee, Emerging Issues, Environmental Health, Maternal Child Health, Finance/Admin.

Please disclose any affiliations you may have with national, state, regional groups, particularly those connected to the field of public health.

Please provide the name, title, affiliation, phone number and email for one reference that we may contact:

I agree to adhere to NYSACHO's membership code of conduct and participate in an annual sexual harassment training offered via my current employer or through NYSACHO during my time on the committee.

Name: _____

Signature: _____

Date: _____

Applications for NYSACHO Past Membership Committee are accepted by NYSACHO's board of directors on a rolling basis. Please complete this form and submit to sravenhall@nysacho.org. For questions, please contact Sarah Ravenhall, Executive Director, NYSACHO at 518-475-8905.